

1896

# ANNUAL CATALOGUE

-OF THE-

# Officers and Students

- - OF---

# SHEPHERD COLLEGE,

Branch of the State Normal School,

SHEPHERDSTOWN, Jefferson Connty, W. Va.

FOR THE YEAR ENDING JUNE, 1896.



CHARLESTON.
MOSES W. DONNALLY, Public Printer,
1896.



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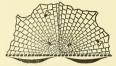
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If a father wishes to give his son a legncy that will endure while life exists, let him send him to an institution where he can obtain a practical education, and he will have the satisfaction of knowing that he has given him what is better than houses, lands and farms or even gold or silver. These things may take wings and suddenly fly away; but this knowledge will last while life and reason exists.—Horace Mann.



#### SCHOOL OFFICERS.

## Board of Regents.

Hon. Virgil A. Lewis, State Sup't Schools and President of Board.

HON. HARVEY W. HARMER, First Congressional District.

HON. GEORGE W. JOHNSON, Second Congressional District.

Hon. Robert S. Carr, Third Congressional District.

HON. WAITMAN T. BARBE, Fourth Congressional District.

## Executive Committee.

W. N. Lemee, Chairman.
E. H. Reinhart,
George M. Beltzhoover, Sec'y and Treas.

## College Trustees.

Hon. George M. Beltzhoover, Secretary and Treasurer.

DAVID BILLMYER, ESQ., COL. WM. A. MORGAN, HON. C. T. BUTLER, W. N. LEMEN, ESQ.

JOHN H. ZITTLE, ESQ.

#### FACULTY.

A. C. Kimler, A. B., Principal. (Franklin and Marshall College,) Psychology, History of Education, School Law, Pedagogy, Theory and Practic, Civics, English Grammar.

Charles J. Miller, M. E. L., (Shepherd College,) Mathematics, Philosophy, Chemistry, Book-Keeping.

MISS PEARL C. HOSIE, M. E. L., (West Liberty Normal School,) History, Drawing, Rhetoric, English Literature, Botany.

MISS HARRIET D. JOHNSON, A. B., (Denison University, Shepardson College, Granville, O.,) Latin, Greek, Zoology, Physiology, Reading, Geography.

Mr. John A. McCauley. Instructor in Penmanship.

Mrs. M. E. Butler, Vocal Culture—Vocal Techniques—Instrumental Music.

#### SCOPE OF COURSE OF STUDY.

The Course of Instruction, as arranged by the State Board of Regents for the Normal Schools, embraces two departments—Normal and Academic. These include the following studies:

English—Reading, Orthography, English Grammar, Higher English, Rhetoric, Literature, English and American Study of Classics Shakespeare's Plays, Bacon's Essays, Milton, Scott, Ivanhoe, Kenilworth, and Lady of the Lake, Coleridge's Ancient Mariner, Irving's Sketch Book, Cooper's Pilot and Spy, Longfellow's Courtship of Miles Standish, etc.

History—History of the United States; General History; Civil Government; State History.

ARTS-Penmanship; Book-keeping; Drawing; Vocal Music.

MATHEMATICS—Arithmetic, Mental and Written; Algebra, Primary and Higher; Geometry; Trigonometry; Mensuration.

Sciences—Natural Philosophy; Physiology and Hygiene, with special reference to the effects of Alcohol and other narcotics; Botany; Physical Geography; Psychology, Zoology, Chemistry, Geology.

Language—English; Latin; Primer, Reader, Grammar, Cæsar, Cicero, Virgil; Greek; First Book, Reader, Grammar, Xenophon's Anabasis, Homer's Iliad, German.

#### NORMAL DEPARTMENT,

The instruction in this department is confined almost entirely to the English branches, the great object being to send out teachers fitted in every respect to take charge of the schools of our State. Every effort is made to secure careful study and accurate knowledge of the English tongue. To be thoroughly prepared the teacher must master not only matter but method. Normal students are required from time to time to take charge of classes in order to learn to do by doing.

It is desirable that all students enrolling in this department shall have previously completed the Third Part of Ray's Written Arithmetic, Elementary English Grammar, and the usual Free School Course of instruction in Geography, Reading, &c. They will then be prepared to enter at once upon the work of such revie vs in these several studies as are prescribed in the

Normal Course of training.

This course is intended to embrace three years—Junior, Middle and Senior; and upon each student of good moral character, who completes the course with an average grade, based upon class standing and examination, of not less than eighty per cent., the Board of Regents will confer a Diploma, with

the title of Normal Graduate.

The object of Free Schools is to make the youth of the country honorable and virtuous citizens, and for this work teachers should have special training. This Normal School is open to aid young men and women in this peculiar self-preparation, and it is expected that all who graduate shall have attained commendable proficiency in this direction. Every effort is made to assist the student in the formation of good habits of thought and study, in the cultivation of a maturity of judgment, and in that personal development essential to a teacher's popular, social and professional success.

# Normal Course—(Three Years.)

#### JUNIOR YEAR.

Branches.	No. of Terms.	Text-Books.
Geography,	One term,	(1) Mitchells.
Arithmetic,	Three terms,	(3) Milne or Ray.
Higher Lessons in English,	66 66	(3) Reed & Kellogg and Harvey.
Physiology,	One term,	(1) Tracy-authorized edition.
Orthography,	Three terms,	(3) Reed's Word Lessons.
Reading,	4+ +4	(3) Classics.
Music,	One term,	(1) Masons.
Drawing,	44 44	(1)
Physical Geography,	Two terms,	(2) Eclectic.
Book-keeping,		(2) Meservey & Bryant & Stratton.
U. S. History and State Histor,	44 44	(2) Barnes U. S -Lewis' State.
		22

#### MIDDLE YEAR.

Orthography,	Two terms,	(2) Reed's Word Lessons; Wright's Anal. Orthog.
Composition and Rhetoric,	One term,	(1) Waddy.
Algebra,	60 66	(1) Milne.
General History,	66 66	(i) Barnes.
Civies,	44 44	(1) Peterman.
Zoology,	44 44	(1) Holder.
Latin,	Three terms,	(3) Harkness' First Year in Latin.
		10

#### SENIOR YEAR.

Psychology,	Two terms,	(2)	Putnam.
Trigonometry and Geometry,	Three terms,	(3)	Stewart-Davies' Trigonom-
			etry.
History of Education and School			
Law,	Two terms,	(2)	Shoup,
Literature,	Three terms,	(3)	
Pedagogics,	One term,	(1)	Putnam's Manual.
School Management,	*6 66	(1)	White.
Physics,	Two terms,	(2)	Avery.
Botany,	One term,	(1)	Gray's.
Geology,	66 66	(1)	Le Conte.
or			
Chemistry,	66 66	(1)	Steele's,
		10	

Frequent exercises in hearing classes recite, and the different methods discussed; the organization of schools exemplified; the different modes of classification elucidated, and the advantages or disadvantages of each, set forth. Regular Exercises in Composition and Declamation.

LIST OF BRANCHES FOR GRADUATION IN THE STATE NORMAL SCHOOLS.

Orthography, Reading, Written Arithmetic, Mental Arithmetic, Geography, English Grammar and Analysis, Composition, Rhetoric, United States and State History, General History, Algebra, Physical Geography, Mental Philosophy, Natural Philosophy, Psychology, Chemistry, Botany, Geometry, Plane Trigonometry, School Law, Book-keeping, Physiology Civil Government, Natural History, History of Education, Pedagogy, Drawing, and the Theory and Art of Teaching.

14th. The Board of Regents will confer upon those who complete the Senior Year, with an average standing of 80 per cent, and not below 75 on any one branch, a Normal Diploma, with the title of Normal Graduate. *Provided*, No one shall be graduated who has not attended at least two terms.

15th. If for any cause, save incapacity, a pupil may not be able to complete the course in the time prescribed, said pupil may be continued longer in the studies of that year, at the discretion of the Faculty.

16th. Post Graduates of the Normal Schools who may desire to continue their studies in the Academical Department of said School, shall, upon recommendation of the Principal, be allowed to do so by appointment of the Board of Regents.

#### ACADEMIC DEPARTMENT.

This Department was added by the Board of Regents in 1885, and is intended to prepare students for a regular college course and to fit them to enter the State University of West Virginia.

The studies of this Department may be taken as a special course, or they may be carried along with the Normal course when they do not interfere with it.

## Academic Course. (Two Years)

The Academic Course of Study shall consist of two years—Junior and Senior.

# The Junior Year shall embrace:

Branches.	No. of Terms.	Text-Books.
Arithmetic,	Three terms, (3)	Milne or Ray.
Higher Lessons,	" " (3)	Reed & Kellogg, and Harvey.
Latin,	" " (3)	Harkness' First Year.
Physiology,	One term, (1)	Tracy.
Orthography,	Three terms, (3)	Reed's Word Lesson.
Reading,	" " (3)	Classics.
Book-keeping,	Two terms, (2)	Meservey or Bryant & Strat-
		- ton.
	***	

# The Senior Year shall embrace:

Branches.	No. of Terms.		Text-Books.
Algebra,	Three terms,	(3)	Milne.
Civies,	One term,	(1)	Peterman.
Latin,	Three terms,	(3)	Same as University Prepara-
			tory.
Greek or German,		(3)	Same as University Prepara- tory.
Geometry,	Two terms.	(2)	Wells.
Composition and Rhetoric,	Three terms,	(3)	Waddy.

The State Superintendent of Free Schools is authorized to issue to the student completing this course a Diploma, which will be received at the State University as equivalent to its Preparatory Course.

No student falling below a class standing (including examinations) of *eighty per cent*., shall be entitled to a Diploma.

18th. The school year shall consist of forty weeks, and shall be divided into three or more terms or sessions, to be arranged by the Board of Regents, with the advice of the Principal or Principals of the Schools respectively.

The student will be assigned the studies of one class, and will not be allowed, only in special cases, to take a study in advance when there is in his class or any preceding class a study with which he is not already familiar.

There will be exercise in composition and declamation

throughout the entire course.

Theory and Practice of Teaching will be taught mostly by class work. Normal pupils will be required to hear classes recite on the different branches in the presence of their instructor, and to take charge of classes from time to time to become familiar with methods, school work, etc.

19th. The rates of tuition for pay scholars shall be as follows:

Junior Normal Course, per year	\$20.00
Middle or Senior Normal Course, per year	24.00
Academical Department, per year	18.00
Incidental Expenses for all Students, per session or	
fraction thereof	

All fees must be paid per term in advance, and no abatement of tuition will be made for a fraction of a month, or for absence, except in cases of illness extending over a month, or for suspension or expulsion.

20th. Pay pupils entering after the beginning of any term or session, shall pay only for the remainder of said term or session, pro rata at the above rates.

21st. Pupils shall attend all required examinations of the year, and no pupil shall be permitted to advance without the said examination, and who does not attain a standing of eighty per cent. including class standing and examination.

Normal pupils who fail to make a standing of seventy-five per cent. shall forfeit their State appointments, at the end of the term.

These examinations shall be in writing, or partly written and partly oral, and shall be conducted by the instructor in charge, under the supervision of the Principal.

Pupils applying for Normal Diplomas, shall be examined two weeks before Commencement.

#### ART DEPARTMENT.

In this Department instruction is given in vocal and instrumental Music.

Superior advantages are offered in these branches, progressive and practical methods being employed and every facility offered to aid the student in the work.

In music such technical exercises are given as will develop and strengthen the fingers and insure a correct and clean execution, while the studies and compositions are carefully se-

lected with a view to awakening and stimulating good taste in the pupil.

Since no succussful advancement can be made until the pupil is well grounded in first principles, special attention is given to elementary instruction and the constant aim is to lead the pupil by thorough and systematic instruction to an understanding and appreciation of the best music and the proper execution of the same.

This course will require four years for completion. Should the pupil possess marked talent and great energy, it may be finished in less time.

#### MUSIC COURSE-THE PIANOFORTE.

#### FIRST YEAR. .

Studies of the first principles of Music.

Ward-Jackson's Gymnastics for the fingers and wrist.

Mason's five finger exercises and such studies as will prepare the pupils for classic compositions of the Old Masters.

#### SECOND YEAR.

Scales—Practical exercises of Czerney, Heller and Loeschhorn with studies of moderate difficulty from Mendelssohn, Beethoven and other good composers.

#### THIRD AND FOURTH YEAR.

Studies of Heller, Czerney, Berens, Kohler, Kullak's octave school, and advanced studies of Beethoven, Schuman, Chopin, Haydn and Liszt.

#### TERMS-TWO LESSONS PER WEEK.

Pianoforte								.\$8.00	per	quarter.
Daily Practice.					 		 	.\$1.50	per	quarter.

Lessons in Theory will be given for which there will be no extra charge.

The school year will be divided into four quarters of two and one half months each.

One half the tuition must be paid at the middle, the other half at the end of the quarter.

No deduction will be made on account of absence, except in case of sickness, when the loss will be shared equally between student and teacher.

Pupils will be charged from beginning of quarter unless special arrangements are made to the contrary.

In the Vocal Department, Musical Technics, Correct Vocalization, Sight Reading and Theory, and Practice are thoroughly taught. Special attention given to sight reading.

#### TERMS-TWO LESSONS PER WEEK.

Vocal Instruction ...... \$6.00 per quarter.

# ENROLLMENT.

# Normal Department.

#### SENIOR CLASS.

Name.	P. O , County and State.
*Badger, Emma	Shepherdstown, Jefferson co., West Va.
Hoffman, Florence	Shepherdstown, Jefferson co., West Va.
†Link, Laura	Duffie.ds, Jefferson co., West Va.
†Licklider, Bessie	Shepherdstown, Jefferson co., West Va
Myers, Addie	Shepherdstown, Jefferson co., West Va.
Needy, Rhoda	
Trussel, Elma	
Baker, Howard W	
Duke, Walter M	
†Feeser, Curtis S	Shenandoah Junction, Jefferson co., West Va
Miller, Gilbert B	Kearnevsville, Jefferson co., West Va.
Myers, Evans M	Sharpsburg, Maryland.
Trussel, Bernard	

#### MIDDLE CLASS.

	Shepherdstown, Jefferson co., West Va.
Donley, Edith	Moler's, Jefferson co., West Va.
Donley, Sallie	Moler's, Jefferson co , West Va.
Fogle, Fern	Terra Alta, Preston co., West Va.
Hoffman, Laura	Shepherdstown, Jefferson co., West Va.
Hendricks, Nellie	Shepherds own, Jefferson co., West Va.
Lucas, Katie	Duffields, Jefferson co., West Va.
Miller, Bertie	Shepherdstown, Jefferson co., West Va.
Myers, Daisy	Shepherdstown, Jefferson co., West Va.
Neel, Beulah	Shepherdstown, Jefferson co., West Va.
Ruckman, Anna	Martinsburg, Berkelev co., West Va.
Strider, Janie C	
Van Metre.	
Van Metre, Sallie	
Herbert, Cyrus H	
	Shepherdstown, Jefferson co., West Va.
Albin, Abner O.	
Cole, John S.	
Compton, C. A.	
Holida, G W. C.	
Link, Harry C.	
	.Shenandoah Junction, Jefferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
McCauley, John A.	
	. Shepherdstown, Jefferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
Porterfield, Allen W	
*Discontinued .	
Discontinued	[Hot a candidate for graduation.

Name.	P O., County and State.
Pendleton, Harvey H	Shepherdstown, Jefferson co., West Va,
Page, Frank T	Shepherdstown, Jefferson co., West Va.
Thompson, I C	.Kearneysville, Jefferson co., W. Va.
Tabler, Ernest C	. Martinsburg, Berkeley co., West Va.
Triplett, J. E	. Duffields, Jefferson co , West Va.
Wright, M. Rene	Shepherdstown, Jefferson co., West Va.

# JUNIOR CLASS.

Anderson, Angie	Hook's Mills Hampshire on West Ve
	Shepherdstown, Jefferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
Byers, Selma	
	Shepherdstown, Jefferson co., West Va.
	Mutton Run, Hampshire co., West Va.
Carskaddon, Edith	
Carskadon, Bertha	
	Shepherdstown, Jefferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
Harness, Bessie	
Hess, Agnes	
	Shepherdstown, Jefferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
Miller, Lee	
Shepherd, Sallie C	Shepherdstown, Jefferson co., West Va.
Wagner, Marv	Shepherdstown, Jefferson co., West Va.
Welshans, Margaret	Shepherdstown, Jefferson co., West Va.
Wilson, Ada L	Shepherd town, Jefferson co., West Va.
Cunningham, Otto S	
Dver, T. A	Hanging Rock Mills, Hardy co., West Va.
Drake, C. E.	Marlowe, Barkeley co., West Va.
	Shenandoah Junc'ion, Jefferson co., West Va.
Gain, Josiah W	
	Shepherdstown, Jefferson co., West Va.
	Shepherdstown, J. fferson co., West Va.
	Shepherdstown, Jefferson co., West Va.
	. Duffields, Jefferson co., West Virginia.
Keister, H. F.	
	Marlowe, Berkeley co., West Virginia.
	Lehew, Hampshire co., West Virginia.
Lemen, Harry	
Link, W. Boyd	
Miller, R. Mc.	
	Kearneysville, Jefferson co, West Va.
	Shepherdstown, Jefferson co., West Va.
Peer, J. S	
Pope, J. D.	
Power, J. L.	
Roberts, George H.	
	Shepherdstown, Jefferson co., West Va.
Snyder, Rush	
Vickers, L. B	Shepherdstown, Jefferson co , West Va.

# Academic Course.

# SENIOR CLASS.

Baker, Howard W	Shepherdstown,	Jefferson co.,	West Va.
Beltzhoover, George M., Jr	Shepherdstown,	Jefferson co.,	West Va.

Total Enrollment ......

	Duke, Walter M. Bakerton, Jefferson co., West Va.  Dandridge, S. H. Shepherdstown, Jefferson co., West Va.  Engle, Jesse A. Keller, Jefferson co., West Va.  Lemen, David. Shepherdstown, Jefferson co., West Va.  Myets, E. M. Sharpsburg, Maryland.  Porterfield, A. W. Bedington, Berkeley co., West Va.  Trussel, Bernard Shepherdstown, Jefferson co., West Va		
	Tabler, Ernest C		
Junior Class.			
	Butler, Neilie L Shepherdstown, Jefferson co., West Va. Page, Daisy Shepherdstown, Jefferson co., West Va. Reynolds, Lalla L Shepherdstr.wn, Jefferson co., West Va. Rightstine, Genevieve Shepherdstown, Jefferson co., West Va. Turner, Ella May Snyder's Mills, Berkeley co., West Va. Clark, Elgin L Keep Triesto, Maryland. Licklider, Templin Norfolk, Virginia. Martin, W. Gregory Shepherdstown, Jefferson co., West Va. Neel, Allen P. Shepherdstown, Jefferson co., West Va. Pendleton, Harvey H Shepherdstown, Jefferson co., West Va. Triplett, J. E. Duffields, Jefferson co., West Va.		
Post Graduates.			
	Engle, Jesse A		
Art Department.			
Instrumental Music.			
	Brill Ruth A		
Vocal Music.			
	Brotherton, Lizzie		
Enrollment Summary.			
	Middle Normal	11 4 2	
	Names repeated		

#### CALENDAR.

- Friday, June 19, 1896, 8 o'clock p. m., Parthenian Literary Anniversary.
- Sunday, June 21, 1896, 8 p. m., Baccalaureate Sermon, by Rev. Charles Ghieslin, D. D.
- Monday, June 22, 1896, 8 p. m., Ciceronian Literary Anniversary.
- Tuesday, June 23, 1896, 8 p. m., Address before the Literary Societies.
- Wednesday, June 24, 1896, Annual meeting of the Alumni Association.
- Thursday, June 25, 1896, 8 p. m., Exercises of Graduating Class.

The session for 1896–7 begins September 7, 1896 and is divided into three terms:

The Fall Term opens Monday, September 7, 1896, and continues until Friday, November 27, 1896—12 weeks.

The Winter Term opens Monday, November 30, 1896, and continues until Friday, March 26, 1897—16 weeks.

The Spring Term opens Monday, March 29, 1897, and continues until Friday June 18, 1897—12 weeks.

# Origin of the School.

Shepherd College was opened as a "Classical and Scientific

School," September, 1871.

February 27, 1872, the Legislature passed an act establishing in the college, a "Branch State Normal School." This Normal Department was organized by the Regents, November 21, 1872; but owing to changes made in the law, the work did not successfully begin, until September, 1873.

For twenty-three years the school has been an important factor in the education of the youth of the Eastern Pan Handle and adjoining counties, and closes the session of ninety five

and six with bright prospects for the future.

#### Location.

Shepherdstown, the oldest town in West Va., and known in the early history of the State as New Mecklenberg, is situated on the right bank of the Potomac river. It is ten miles from Martinsburg and the same distance from Harper's Ferry.

The Norfolk and Western R. R. passes through the town, and makes connection with the main line of the Baltimore & Ohio, at Shenandoah Junction, six miles south of Shepherds-

town.

Mountains and river make the scenery of the surrounding country grard and picturesque. Various places of historic interest are within a radius of a few miles from town.

The citizens are noted for their hospitality, and number

about 1,700.

#### Buildings and Equipments.

The demand for a larger and more convenient building for Shepherd College was met by the state, by an appropriation

of \$16,000.

The substantial brick edifice, now in course of erection, will be completed by fall, at which time, the school will be moved into its new home. The large class rooms and modern conveniences of the new building will greatly increase the facilities for good work.

The old building, with its attractive Music Rooms and large Halls, is to be used in connection with Shepherd College, and

old associations happily blended with the new.

The College is in possession of a fine Library of carefully

selected books. The Reading Room is supplied with the best literature of the day.

Every opportunity is given the student to use these valuable

aids to education,

Within the last year new Chemical and Physical apparatus has been added to the Scientific Equipment of the school.

#### The Work of the Normal.

The design of the Normal School is to prepare thorough, practical, conscientious teachers for the State, and to send students to the higher institutions of learning.

This is done:

1. By giving thorough instruction in all the branches taught in the State.

2 By giving instruction in the theory and practice of teach-

ing.

3. By giving instruction in Ancient and Modern Languages;

the Sciences; Higher Mathematics; and Music.

Satisfactory evidence of the success of this work is in the fact, that a majority of the schools of this section are taught by Normal graduates who have proven themselves eminently qualified for their high calling, while a large number of our academic students have enrolled in the colleges and universities of the land.

#### Moral Culture.

The school is a State institution, therefore, non-sectarian. Students are required to attend devotional exercises held each morning in Chapel Hall. The school is greatly indebted to the ministers of the town for their kindness in frequently conducting these exercises.

There are seven churches in the town, and students are cordi-

ally welcomed to the services and Sunday Schools.

Great care is taken in the selection of boarding houses for the students. A good moral atmosphere is a necessary requsite and only those places, that meet this requirement, are recommended.

#### Government.

Self-Government, strengthened and directed by older and

wiser heads, is the government of the school.

Students are required to obey the rules and regulations of the school, and conduct themselves, under all circumstances, as ladies and gentlemen; but they are to do these things from a sense of right, rather than from a feeling of obligation. The aim is to inculcate principles of right living and self control, and thereby develop the true man and woman.

## Literary Work.

The Parthenian and Ciceroman Literary Societies afford special advantages in Composition, Reading, Declamation, Oration,

Debate and Parliamentary Ruling.

These are all required in the regular course, and it is the duty of each student upon entering school to become an active member in one of the societies. The exercises are under the personal direction of the Faculty.

Rare advantages in *practical* literary work are given by the publication of the "Shepherd College Picket," a paper edited

monthly by the School.

#### Examinations.

Examinations, either written or oral, are held at the close of each term, and are conducted by the teachers in charge of respective studies. Wilful absence from examinations is not tolerated, and no student is advanced, unless he has passed a satisfactory test on all the branches of his grade.

Reports of the conduct, progress and attendance of the students are sent regularly to the parents or guardian, and they are requested to report to the Principal, after a careful exam-

ination of the standing of the student.

#### To Parents and Guardians.

We earnestly ask the co-operation of parents and guardians in securing the best results for the coming year. The teacher may try to guard the student from evil, he may point out the path of right and duty; but without the help of those, who are more closely related to that student, his efforts will, too often, fail. See, then, that your child is regular and punctual in attendance; that he spends a reasonable amount of time in the preparation of his school work; that he is provided with funds to pay, promptly, all necessary expenses; and that he brings home his report at the close of each term. If the said report is not satisfactory, diligently inquire into the cause thereof, and vigorously second the teachers efforts to raise that standing,

Attention is called to the fact that all exercises begin

promptly on the day stated in the Calendar.

# Normal Diplomas.

To receive a Normal Diploma, the student must complete the full Normal Course, and pass an examination on the same equal to 80 per cent. of the questions asked. These diplomas are equivalent to number one certificates, after the holder has taught three years under a number one county certificate. The State Board of Examiners issue two classes of certificates: first class for twelve years, second class for six years. ond class certificate shall be issued, upon application, without examination, to the graduates of the State Normal School and its branches, and of the State University, when said graduates shall have presented to the Board satisfactory evidence that they have taught successfully three years in the State under a number one county certificate, two of said three years shall immediately precede the application for such certificate." Such certificate shall be equivalent to a number one county certificate granted by a county board of examiners, and shall be valid in any school district in the State.

#### The Alumni Association.

All graduates of the School are members of this Association. It has for its objects the promotion of the interests of the Normal School, the perretuation of school-day friendships, and the encouragement of general learning among its members. Shepherd College Alumni Association is an active, influential body of men and women, numbering about two hundred.

# RULES AND REGULATIONS

FOR THE GOVERNMENT

-OF THE-

# STATE NORMAL SCHOOL

## AND ITS BRANCHES.

The board of Regents of the State Normal School make and ordain for the government of the same, the following Rules and Regulations, in accordance with section 88 of the School Law:

Rule 1st. The Teachers of each Normal School shall consist of a Principal and as many Assistants as may be necessary to conduct the several departments established therein.

2nd. The Principal and Assistants shall be appointed by the Regents at their annual meeting in June, or as soon thereafter as practicable, and shall continue one year, unless for cause removed.

3rd. The number of students which each county in the State shall be entitled to appoint to the Normal Department in the State Normal Schools, free of charge for tuition, shall be as follows:

Barbour 60	Mingo 27
Berkeley 92	Monongalia 80
Boone 37	Monroe 55
Braxton 67	Morgan 32
Brooke 32	McDowell
Cabell	Nicholas 45
Calhoun 42	Ohio
Clay	Pendleton 42
Doddridge	Pleasants 37
Fayette	Pocahontas
Gilmer 47	Preston 95
Grant 32	Putnam 72
Greenbrier 90	Raleigh 47
Hampshire 57	Randolph 55
Hancock 35	Ritchie 82
Hardy 37	Roane 75
Harrison	Summers 62
Jackson 95	Taylor
Jefferson	Tucker
Kanawha	Tyler 60
Lewis	Upshur 62
Lincoln	Wayne
Logan 28	Webster
Marion 95	Wetzel 82
Marshall 95	Wirt
Mason	Wood
Mercer 80	Wyoming 27
Mineral 62	
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4th. Applications for appointment to the Normal Department of the State Normal Schools shall be made to the Superintendent of Free Schools of the county in which the applicant resides; and said Superintendent shall elect such number as may be entitled to the privileges of the Normal School in his county in the foregoing apportionment, subject to the approval of the State Superintendent of Free Schools.

5th. As far as practicable, males and females shall be selected in equal proportion. Male pupils must not be less than fourteen, and the female not less than thirteen years of age.

6th. Every certificate of appointment to the Normal Schools of this State shall be directed to the School which the applicant may desire to attend. The County Superintendent making such appointment shall at once notify the Principal of said School of such appointment. The Faculty of said school shall, subject to appeal to the Board of Regents, have power

to vacate any appointment or certificate, for non-attendance, inaptitude to learn, immorality, or other good cause. In case of a certificate being thus vacated, the Faculty shall notify the County Superintendent, who issued the certificate of such vacation; whereupon, if no appeal is taken to the State Superintendent within twenty days after the action of the Faculty, he may make an appointment to fill the vacancy thus created. Every County Superintendent shall keep a record in his office of all appointments made by him.

7th. No applicant for appointment shall be appointed by County Superintendent, unless he, or she, be of good moral character, and shall sustain a good examination in reading, spelling, elementary arithmetic, geography and elementary English grammar. Said examination may be made either by the County Superintendent or the Principal of the School, which the applicant desires to attend.

8th. The County Superintendent shall require of each applicant appointed, to subscribe to the following declaration:

"Given under my hand this — day —, 189-. "A — B——.

Thereupon he shall give such applicant the following certificate:

9th. The Normal student shall be allowed three years within which to comply with his agreement to teach one year in the Free Schools of the State; and if such compliance is not made therewith in three years from the date of graduation, the Executive Committee of the school from which the said student graduated, shall at once proceed to collect from the bondsman or bondsmen, the amount of tuition due the State from said student. That this may be fully complied with, the said graduate shall annually report to the Executive Committee of the school of which said teacher is a graduate, or make such report until the one year's teaching has been done in the Free Schools of the State.

It is ordered that the President of the Board supply the Principals and Executive Committees of the several schools with these sections for posting and execution.

10th. Each appointee shall deliver his, or her, certificate and declaration, to the Principal of the Normal School, he or she, attends, who shall file the same with the archives and records of the school, and enter the name of such person on the register of normal pupils.

11th. Whenever the accommodations thereof will admit of the same, so many paying students as can be accommodated therein from this State, or any other State, may be admitted to the Normal School, giving preference to citizens of this State, whether they desire to become teachers or not.

12th. State students in any Normal School, may, upon request, be transferred to another, upon procuring a certificate of good deportment from the Principal of the School he is attending, or by permission of the Board of Regents, but not otherwise, and the time he has so attended, shall be credited to him in the course, by the Principal of the School to which he is transferred. *Provided*: He bring with him his certificate of appointment with time of attendance endorsed upon it by the Principal of the School whence he comes.

13th. There shall be but two Departments, viz: a normal and an academic. The Normal Course shall consist of three years, and shall embrace the three classes: Junior, Middle and Senior.

#### The Faculty and Their Duties.

1st. The Principal and his assistants shall be known as the Faculty, who shall meet at the call of the Principal.

2d. The Principal, in addition to his duties of Instructor shall be the Executive officer of the school, and shall sign all reports and other official papers. He shall have general supervision over the school, and shall assign to the assistant teachers, the classes and studies which they are to teach, and he shall be held responsible for the management of the school. cause he may suspend any one of his assistants until an investigation can be made by the Board of Regents. To the pupils he shall assign the studies which they are to pursue, and shall determine what tests shall be required to complete said studies. He shall fix the order and methods of all examinations. and shall require of his assistants, that they so manage their classes, that the pupils may have an opportunity of completing the course in the time prescribed. He shall fix the scale of grading to be used in the school, and how often reports of Scholarship and attendance shall be made, and shall make all required reports to the proper officers.

. 3rd. The Assistant Teachers shall form the "Advisory Board" of the Principal, and their opinions shall, at all times, be treated with respect. In the absence of the Principal, the first Assistant shall act as Principal.

4th. Each Instructor shall be held responsible for the conduct and progress of the pupils under his immediate instruction, and shall require strict obedience to the Rules and Regulations at all times.

5th. The Faculty shall have the care, government and instruction of the pupils, under the Rules and Regulations; they shall devote their time to their duties, and engage in no business that will impair the faithful performance thereof; but the Principal shall collect tuition fees.

6th. The Principal shall, as soon as practicable each year, make out a classification of the pupils, according to their respective studies, and in due season, publish the same in a cata-

logue, with such other general information and announcements pertaining to the School, as may be of public interest. He shall also furnish to the Regents a list of the candidates for graduation, designating the paying from the non-paying pupils, and giving the age and grade of standing of each candidate, with the names of studies in which they have been examined.

7th. The Principal of each Normal School shall have full power to regulate the social intercourse between the young ladies and gentlemen of the School, in such a way as he shall deem best for the interest of the School and parties concerned.

8th. The Faculty shall have power to prevent by such regulations as they may adopt, both sexes from boarding at the same house; to make such special rules for their government as may be necessary and to require those who keep boarders or rent rooms to students, to exercise such supervision over them as shall be for the best interest of the School.

9th. The Faculty shall have the power to suspend students for a time agreed upon by the Faculty; said time not to exceed one year, when such suspensions shall become necessary for the proper government of the School; the right of appeal to the President of the Board being reserved to the party suspended.

And in no case shall any student be suspended until he has been given a reasonable time and opportunity for making his defense before the Faculty.

10th. The Principal shall see that a record is kept of the deportment and term standing of each student, which standing shall be determined by an average of class work and examination.

11th. The Faculty shall enforce the following:

RULES FOR THE GOVERNMENT OF STUDENTS.

1st. Each student shall attend the daily ressions of the School, and said session shall not be less than six hours.

- 2d. The daily session shall be opened with such devotional and other exercises as the Faculty may establish.
- 3d. No student shall leave the school room, without the instructor's permission.

- 4th. All defacement of the walls, seats, desks or other property of the schools is prohibited.
- 5th. Care of clothing, books and person is enjoined on students.
- 6th. Polite and respectful deportment is required of all, both in and out of school.
- 7th. Students shall not be permitted to leave the School grounds during School hours without giving satisfactory reasons.
- 8th. When studies have once been assigned a student, they will stand until changed or modified by the Principal. Each student shall have at least three studies.
- 9th. Students will have access to the School building, only in school hours, without the Principal's permission, and will always be held responsible for damage done.
- 10th. All damage, destruction or waste, committed by a student shall be repaired at the expense of the perpetrator.
- 11th. Students shall attend all recitations and examinations, and no student shall go on with his class, until he has passed said examinations.
- 12th. Students are forbidden to visit all places where intoxicating drinks are sold as a beverage, under the penalty of suspension or dismission, as the Faculty may direct, with the approval of the Executive Committee.
- 13th. Students shall not visit or receive company during the nights of school days, after the hour appointed by the Faculty for study, except by the written permission of their parents or guardians, or by special permission of some member of the Faculty, who must make a note of the same and report to the Principal. But the Faculty may designate an hour on Saturday and Sunday evenings, after which students shall be required to be and remain in their rooms.
- 14th. The carrying of fire-arms or other deadly weapons is strictly forbidden. The violation of this rule shall subject the offender to the severest penalty of the School. The playing of cards, or the bringing of them on the School grounds, is prohibited, and any violation of this rule will be punished by suspension or expulsion, at the discretion of the Faculty.

15th. Students absenting themselves without proper permission, will be required to explain their absence. It shall be the duty of each student to render his or her excuse for absence, as early as possible, to the proper authority, and without being called upon. If any student shall neglect to do this, and shall suffer three days to pass without rendering said excuse, it shall not be received without a special vote of the Faculty.

16th. Any person who has been knowingly exposed to a contagious or infectious disease, who shall enter or be enrolled in the School so soon after such exposure as to render it possible to communicate such disease to others, may upon proof of such exposure be expelled by the Faculty.

17th. In all cases, where a student attending a recitation, is not prepared to recite, it is his duty to make it known before the commencement of the exercise to the Teacher who conducts it. Should he fail to do so, he cannot afterwards be excused on the lesson.

18th. All Literary Societies shall be under the control of the Faculty, and there shall be at least one such Society in each School.

19th. The following obligation shall be required of each pupil when enrolling:

I, ——, hereby enroll myself as a student of the——State Normal School, and promise that I will at all times be obedient and respectful to my teachers, and observant of all rules and regulations of the School.

Signed.

# Discipline.

20th. The methods of discipline shall be:

- I. Admonition by the teacher in whose room the offense was committed:
  - II. Private Admonition by the Principal.
  - III. Admonition by the Faculty.

- IV. Admonition before the whole School.
- V. Suspension.
- VI. Dismission from School.
- 21st. Striking in anger, any pupil, except in self-defense, or in resenting a gross insult, shall be punished by suspension or expulsion, at the discretion of the Faculty. Striking an Instructor, or conviction of felony, or larceny, shall be punished by expulsion.
- 22d. The commission of any misdemeanor against the law of the State, shall be punished by suspension or expulsion, as the Faculty may direct.
- 23d. The Faculty shall have authority to establish rules with such penalties as in their judgment may seem best for the good of the School for special cases not covered by the rules herein prescribed.

#### Duties of Executive Committee.

- 1st. It shall be the duty of the Executive Committee to exercise proper care over the buildings, grounds and property of the School; keep them in good repair and condition, prevent all damages, and demand indemnity for the same; see that school-rooms are properly warmed, ventilated and kept clean and comfortable.
- 2d. They shall audit all accounts against the School, determine all matter of expenditure not provided for by law or otherwise, and in all emergencies, exercise such executive authority in the absence of the Regents as the law permits, and order the payment of expenditures as they occur, from moneys placed in their hands by the Board of Regents and incidental fees.
- 3d. They shall elect from their own body a Secretary and Treasurer, and notify the State Superintendent of the same.
- 4th. The Secretary shall keep a record of the proceedings of the Committee; shall enter therein all moneys received by the Treasurer or Executive Committee, and at all times sub-

ject his record for examination by the Faculty, the Executive Committee, or the Board of Regents.

5th. The Treasurer shall receive all money drawn by the Executive Committee from the State or de.ived from tuition and incidental fees, pay it out by order of the Executive Committee or Board of Regents and make a complete itemized report to the said Board at the close of the fiscal year; and the Treasurer shall place, all moneys coming into his hands as such in some convenient Bank in the treasurer's name and the same shall not be drawn therefrom, except upon an order made by said Committee and signed by the Secretary and Treasurer thereof.

6th. The Executive Committee shall visit the School from time to time, note the progress of students, their conduct, the modes of instruction, and inspect the buildings, furniture and fittings.

7th. The Executive Committee shall prepare and present to the Board of Regents at their annual visit, a Report, showing in detail the amount received from all sources and the amount disbursed for all purposes by them during the school year, with such other information as will show the operations, condition and wants of the School.

#### ALUMNI AND ALUMNAE.

## 'Normal Department.

#### 1874.

Wm Price Craighill, M E L. Died Nov 16, 1881 James M Engle, clerk in Treasury Department, Washington, D C Charles M Folk, farmer, Jefferson county, W Va William J. Henkle, farmer, Frederick county, Md Andrew J Lemaster, M E L, M D Bedington, W Va Chas J Miller, M E L Assistant Principal in Shepherd College Clinton M Miller Died October 7, 189 Augustine C Morgan, farmer, Jefferson county W Va James W Wiley, merchant, Chanute, Kansas Ida M Bilmyer, Mrs Frank Hill, Berkeley county, W Va Belle Byers, M E L, Mrs James W Bane, Charlestown, W Va Ida V Chapline, Mrs James H Rogers, Hampshire county W Va. Rosa Lee Cockrell, teacher, Millville, W Va Annie E Fawcett, M E L, Mrs Adam Colbert, Winchester, Va Mary F Folk. Died August 19, 1892 Ida B Kearney, Mrs L T Hoke, teacher Martinsburg, W Va

# Rose Snyder, M E L, Mrs H M Turner, Shepherdstown, W Va 1875.

Ella M Kelsey, teacher in Shepherdstown Graded School Sue V Koontz, Mrs R C Hess, Washington, D C

Annie D Licklider, Shepherdstown, W Va Eleanor S Powell, Mrs H W Potts, Shepherdstown, W Va

J E S Baker, M D California Died January 23, 1889. James W Coffinbarger, farmer, Jefferson county, W Va

